



Policy: 4630
Procedure: 4630.06
Chapter: Community Corrections
Rule: ICJ Sex Offender Registration

Effective: 06/12/06
Replaces: N/A
Dated: 06/09/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) through the Interstate Compact for Juveniles (ICJ) Office shall ensure all juveniles placed in Arizona on Interstate Compact Supervision from another state who are required to register as a sex offender pursuant to [ARS §13-3821](#) and to a court-order requirement from the sending state are registered with their local Sheriff's Department in Arizona and comply with all Sex Offender Registration requirements of both the State of Arizona and the sending state.

Rules:

1. **Process to determine Sex Offender Registration in Arizona.** Upon receiving the juvenile's referral packet from the Arizona ICJ Office, the **PAROLE OFFICER AND PAROLE SUPERVISOR** shall assess the juvenile to determine if the s/he has any prior adjudicated sex offenses and court orders which may require registration as a sex offender pursuant to [ARS §13-3821](#).
 - a. The **PAROLE OFFICER** shall request additional information not in the ICJ referral packet but needed to determine if the juvenile is required to register in Arizona as a sex offender.
 - i. The **DEPUTY COMPACT ADMINISTRATOR** shall contact the ICJ Office of the sending state for additional information.
 - b. The **PAROLE OFFICER** shall not request a juvenile to register as a sex offender in the State of Arizona if the sending state does not have sex offender registration requirements or the juvenile does not have a court order from the sending state to register as a sex offender.
2. Upon determining the juvenile is required to register as a sex offender in the State of Arizona, the **PAROLE OFFICER** shall immediately contact the juvenile and family to ensure the juvenile has registered with their local Sheriff's Office.
 - a. If the juvenile **has registered**, document the conversation on the Contact screen of Windows Youthbase:
 - i. Obtain from the juvenile written verification of registration from the local Sheriff's Office.
 - b. If the juvenile **has not registered** or is unaware of the registration requirement, provide the juvenile and family with the location and phone number of their local Sheriff's Office and mandate the juvenile register immediately.
 - i. Document the conversation on the Contact screen of Windows Youthbase.
3. Within 20 days of receiving the referral packet, the **PAROLE OFFICER** shall conduct a Home Evaluation and complete an ICJ Home Evaluation Report Form in compliance with ICJ rules and regulations.
4. **Process for Registration.** If a juvenile is required to register in Arizona the **PAROLE OFFICER** shall review the Arizona Sex Offender Registration requirements with the juvenile and family. The review shall include consequences for failure to comply with the Arizona Sex Offender Registration requirements and information on the following areas:
 - a. Persons required to register ([ARS §13-3821](#));
 - b. Notice of moving from place of residence where living or change of name; ([ARS §13-3822](#))
 - c. Violation; classification; assessment; ([ARS §13-3824](#))
 - d. Community notification ([ARS §13-3825](#)), **if necessary**.

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